

City of Fort Worth, Texas Job Description

Classification Title	Project Controls Specialist		
Job Code:	PR2090	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates and leads departmental project control activities while working closely with program managers, project managers and project support staff within a department. Ensures the quality of project schedules, reports, analyses and information produced by the City's Project Controls System for capital projects programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists program managers and project managers in the development of scope, schedule, budget and cost data for capital projects.
2. Assists in the creation of Work Breakdown Structures (WBS) and development of baseline schedules for capital projects. Updates and maintains Critical Path Method (CPM) schedules and baseline project schedules in accordance with approved work plans, long term strategic plans, agreements and contracts.
3. Coordinates with consultants and contractors on development of schedules that meet requirements set forth in the schedule specifications. Qualifies and apportions the effect of a delay or change on project schedule; and identifies and classifies potential schedule impacts.
4. Reviews submitted baseline and progress schedules for compliance with City guidelines; and analyzes schedules for reasonableness compared to project scope and progress.
5. Works with department project managers, program managers, and Sr. Project Controls Specialist in the PMO to evaluate schedule status and provide recommendations to address schedule deficiencies or expedite schedules.
6. Assists with the integration of schedule data with project cost data in the City's Capital Project Management System (CPMS).
7. Assembles and compiles schedule and cost data; and inputs into the Project Controls Systems to ensure appropriate status of projects.
8. Monitors and reviews project controls data (schedule and cost) for capital projects.

9. Prepares status reports and other related project planning and control documentation, as requested. Prepares CIP data for dashboards and project webpages to keep executives, City Council and citizen current on project status.
10. Interfaces with program managers/project managers to define need for change to budgets and schedules and identification of variances from the original project plan.
11. Prepares reports for use by program managers\project managers.
12. Participates in program and project status meetings, as requested; and coordinates with other Project Controls Specialists and associated staff across the City.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Project control principles, including scheduling and project cost management.
 - Scheduling software; Primavera (P3) or Primavera (P6) and Microsoft Project.
 - Project reporting systems (earned value as implemented by the City).
 - Capital Projects practices in the public and/or private sectors.
 - Office equipment including computers and the Microsoft Office Suite of software.
 - City of Fort Worth systems and processes.
 - Earned Value Management.
- Skill in:
 - Analytical and critical thinking.
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Negotiation.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Prepare clear and concise reports.
 - Establish effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree in a related field such as planning, engineering, business administration, finance or public administration and three years of experience working with project scheduling, cost estimating and tracking in a capital project organization or environment.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.